

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
East Central Division

Instructions for Determining 1940 Flue-cured
Tobacco Acreage Allotments and Yields for Old Farms

These instructions will be followed by State and county offices in establishing 1940 flue-cured tobacco acreage allotments and yields under the provisions of Form 40-Tob-8 as approved by the Secretary.

I. General Instructions

1. Forms - Use, Number and Distribution.

- (a) Forms ECR-319 will be used in obtaining data for farms having a 1939 tobacco acreage allotment or on which tobacco was grown in 1939.
- (b) Form 40-Tob-10, "Summary - 1940 Flue-cured Tobacco Acreage Allotments" will be prepared in triplicate in the county office and all copies will be transmitted to the State office. Data for farms shall be tabulated on Form 40-Tob-10 in numerical order by communities.

2. Committee adjustments of harvested acreage for abnormal conditions.

Prior to the tabulation of data on Form 40-Tob-10 the county committee, with the assistance of the community committees, shall review the harvested acreage for the year 1939 as entered in item 1, Section VIII, of Form ECR-319. In the event any adjustments, as provided in Section 8(a) of Form 40-Tob-8^{1/}, is made in the harvested acreages for 1939 such adjustment shall be made by lining out the original entry and inserting the adjusted entry in line 1 of Section VIII immediately to the left of the column headed "acres". The reason for the adjustment shall be entered in the heading of Section VIII of Form ECR-319.

II. County Office Instructions

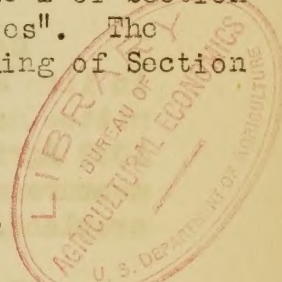
1. Preparation of Form 40-Tob-10 -

The county office will enter on Form 40-Tob-10 all of the information indicated below:

Left hand margin -- For each farm for which the 1939 acreage allotment was less than six acres, enter "Yes" or "No" in the left hand margin

- ^{1/} Section 8 of 40-Tob-8 provides that if the 1939 harvested acreage is found to be less than 60 percent of the 1939 base or usual acreage because of flood, drought, hail, blue-mold, or other tobacco plant diseases, the committee shall adjust the harvested acreage upward to 70 percent of the 1939 base or usual acreage.

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in answer to the following question! "Is this farm operated, controlled, or directed by a person who also operates, controls, or directs another farm on which tobacco is produced?" The answer will be "Yes" under any of the following conditions:

- (a) If the farm is operated by a person who operates any other farm on which tobacco is produced.
- (b) If the farm is controlled through ownership or any contractual arrangement or otherwise by a person who controls any other farm on which tobacco is produced. Control through ownership extends to and includes farms owned by one person which may be rented for cash or fixed or standing rent to other persons.
- (c) If the farm is directed through management, supervision or otherwise, in whole or in part, by a person who directs another farm on which tobacco is produced.

Generally, if two or more farms on which tobacco is produced are owned or operated by a husband and wife, or a father and any of his children, the answer should be "Yes" unless it is established that the farms are not operated, controlled or directed by the same person.

Column 1 -- Enter the farm serial number appearing on Form ECR-319 for the respective farms or such serial number as will be used for 1940.

Column 2 -- Enter the name and address of the farm operator obtained from Form ECR-319 or other authentic source. Enter also in Column 2, immediately to the left of Column 3, the 1939 harvested tobacco acreage as shown in item 1, Section VIII, Form ECR-319.

Column 3 -- Enter the cropland acreage for the farm as shown in item 32 of Form ECR-319 or such revised acreage as the local committee may determine. In the case of farms not participating in the 1939 Agricultural Conservation Program the 1938 data, if representing measurements, should be used rather than the 1939 estimated acreage of cropland.

Column 4 -- 2/ Enter the 1939 tobacco acreage allotment as shown in column C, item 2, Form ECR-319. Enter zero for farms on which tobacco was harvested in 1939 but for which no tobacco acreage allotment was established.

2/ The column headings on each page of the tabulation should be changed as indicated below:

Column 4 - "1939 tobacco allotment"

Column 5 - "80 percent 1939 allotment"

Column 6 - "1939 usual acreage"

Column 7 - "1939 harvested and diverted acreage"

Column 5 -- Compute and enter 80 percent of 1939 tobacco acreage allotment.

Column 6 -- Enter the 1939 usual tobacco acreage determined from the 1939 tobacco acreage allotment in accordance with the following table:

| <u>Size of Allotment</u> | | <u>1939 base or usual acreage</u> |
|--------------------------|---|--|
| 3.6 acres or more | = | obtained by dividing allotment by 70 percent |
| 3.5 acres | = | 4.9 acres |
| 3.4 acres | = | 4.6 acres |
| 3.3 acres | = | 4.2 acres |
| 3.2 acres | = | 3.8 acres |
| 3.1 acres | = | 3.5 acres |
| 3.0 acres or less | = | Obtained by dividing allotment by 90 percent |

Column 7 -- Enter the 1939 adjusted harvested and diverted tobacco acreage. This entry will be the larger of the 1939 usual acreage or the 1939 harvested acreage, except that, if the 1939 adjusted harvested acreage is less than the 1939 tobacco acreage allotment, the 1939 adjusted harvested acreage plus the diverted acreage will be entered.

Column 8 -- The normal tobacco acreage for 1940 will be the acreages entered in column 6 as the "1939 usual acreage" adjusted by the local committee, if necessary, so as to obtain a normal acreage for the farm which the committees consider is reasonable in relation to the acreages indicated for the farm by land, labor and equipment and the 1939 harvested and diverted acreage.

1. Adjustment upward: The 1939 usual acreage may not be increased to more than the largest of (1) 110 percent of such acreage, (2) four acres, or (3) that acreage obtained by adding to the 1939 usual acreage one-fifth of the number of acres by which the 1939 harvested acreage exceeds the 1939 usual acreage.
2. Adjustment downward: The 1939 usual acreage for any farm may not be decreased by more than 20 percent. If the 1940 normal acreage is reduced below the 1939 usual acreage for any farm, a footnote mark (1/, 2/, etc.) shall be placed to the left of the 1939 allotment in column 4 and an explanation of the

reason for the reduction and a statement as to any error in determining the 1939 usual acreage shall be written as a footnote on a sheet of paper and attached to Form 40-Tob-10 on which such farm is listed.

Notwithstanding any adjustment made as provided above, the normal acreage for any farm shall not exceed the maximum normal acreage for the farm as shown in the table below:

| <u>Acres of Cropland in Farm</u> | <u>Maximum Normal Acreage</u> |
|----------------------------------|--|
| 25 acres or more | 40 percent of cropland |
| 20 to 24.9 acres | 44 percent of cropland, but not over 10 acres |
| 15 to 19.9 acres | 48 percent of cropland, but not over 8.8 acres |
| 10 to 14.9 acres | 52 percent of cropland, but not over 7.2 acres |
| 9.9 acres or less | 60 percent of cropland, but not over 5.2 acres |

The sum of the adjustments upward as provided above shall not exceed the sum of the adjustments downward for all farms in any county by more than one-fifth of the number of acres by which the 1939 harvested and diverted acreage exceeds the 1939 usual acreage, except as otherwise approved by the State committee.

Column 9 -- No entry will be made by the county office.

Column 10 -- No entry will be made at this time by the county office.

Column 11 -- Enter the 1939 normal yield as approved for the farm under the 1939 Agricultural Conservation Program. The preliminary farm yield shall be the 1939 farm yield adjusted as among individual farms in such manner as the committee determines will result in a yield per acre for each farm which is normal, taking into consideration the yields obtained on the farm during the years 1935-39; the soil and other physical factors affecting the production of tobacco on the farm, and the yield obtained on other farms in the county which are similar with respect to such factors. Where the 1939 yield is adjusted, it shall be lined out and the adjusted normal yield shall be entered immediately above.

After data for all farms have been tabulated on Form 40-Tob-10 as indicated above, the tabulation shall be transmitted to the State office for review and for computation of farm acreage allotments and final farm yields.

When the tabulation is returned from the State office the local committee shall then review the allotments in columns 9 and 10 and shall make such increases therein, within the limits of the county reserve, as the committee determines will most adequately take into account the

past acreage, land, labor and equipment available for the production of tobacco and other factors. (See Sec. 5, 40-Tob-8). In the case of those farms on which the acreage allotment in column 10 is less than 3.2 acres and for which "no" has been entered in the left hand margin, such increases of allotments shall be made with a view toward establishing allotments which will permit economical use of the labor and equipment on the farms. Allotments for larger farms in column 9, which were not entered in column 10 by the State office shall be carried forward to column 10 by the county office, or, if any upward adjustment is made from the county reserve, the adjusted allotment shall be entered in column 10.

After the upward adjustments on Form 40-Tob-10 have been completed, the members of the county committee shall indicate their approval by entering their signatures and the date in the blank space at the top of Form 40-Tob-10 on each page of the tabulation. The tabulation shall then be transmitted to the State office for review and for approval if found to be correct.

III. State Office Instructions

Upon receipt of Forms 40-Tob-10 in the State office the tabulation shall be checked for completeness. Data for each farm shall be checked and in the event an incorrect entry is found, it shall be corrected by lining out the original entry and inserting the correct entry immediately above with a red pencil.

A State summary shall be prepared by counties showing the following:

- (a) 1939 usual acreage
- (b) 1939 allotment
- (c) 1939 harvested and diverted acreage
- (d) 1940 normal acreage

This summary shall be forwarded to the Regional Director as soon as it can be obtained since allotments cannot be computed until after it is available for all States.

Final farm yields shall be determined as follows:

Enter in the space above column 11 the page totals of the extensions obtained by multiplying the entries in column 5 by the preliminary yields in column 11. A county summary of such page totals shall be obtained and if the weighted average of the yields in column 11 does not vary more than 5 pounds from the county average yield, the yields in column 11 may be approved as final. The State office may request adjustment by the local committees of individual farm yields which appear to be unreasonable.

If the weighted average of the preliminary yields in column 11 varies more than 5 pounds from the county average yield, it will be necessary to make a pro rata adjustment of all yields in column 11 so as to make the weighted average yield approximate the county yield.

Enter in column 12, Form 40-Tob-10, the final farm yields obtained by multiplying the preliminary yield in column 11 by the county yield adjustment factor.

After the final farm yield has been determined, the State office shall:

1. Enter in column 9 that acreage obtained by multiplying the normal acreage in column 9 by fifty-six (56) percent, or, if larger, that percentage which is 5 percent less than the percentage obtained by dividing the total of the normal acreages for all old farms into the State acreage allotment.
2. Enter in column 10, for those farms for which the normal yield of the acreage allotment (column 9 x column 12) is less than 3,200 pounds and for which "No" is entered in the left hand margin of Form 40-Tob-10, that acreage obtained by increasing the acreage in column 9 up to 120 percent thereof, or, if smaller, up to that acreage obtained by dividing the farm yield into 3,200 pounds.
3. The State office shall check each acreage allotment in column 9 (or column 10 in the case of small farms) and, if the allotment is less than 80 percent of the 1939 allotment, shall check the determination of the 1940 normal acreage to see whether it was properly adjusted below the 1939 usual acreage by the local committees. Unless any such adjustment by the local committee is found to be properly made within the instructions the State committee shall require upward adjustment of the allotment to 80 percent of the 1939 allotment insofar as such adjustment is needed to take into account any improper adjustment in arriving at the normal acreage.

The State office shall prepare a summary by counties showing separately the increases made under paragraphs 2 and 3 above and shall forward such summary to the Regional Director as soon as it can be prepared.

The State office shall determine the State reserve which shall be the acres difference between the State acreage allotment and the total of the acreage entered in column 9, except that, the reserve shall be decreased prior to distribution among the counties by that number of acres required for increasing allotments pursuant to paragraph 3 above.

The State committee shall recommend a method for distributing and a distribution of the State reserve among the counties and upon approval of such method and distribution by the Regional Director shall return to the county office and advise the county committee of the reserve available for making upward adjustments in

the allotments in columns 9 and 10. Unless otherwise recommended by the State committee and approved by the Regional Director, the State reserve shall be distributed among counties on the basis of (a) the acres by which the allotment in column 9 for small farms ^{3/} is smaller than 80 percent of the 1939 allotment for such farms in column 5 or (b) the total acreage allotment in column 9, or a combination of the two bases under (a) and (b).

The tabulation shall be returned to the State office for review and approval. The State office shall review such upward adjustments to determine that they are equitable and the reserve has not been exceeded.

After the State office has approved the final farm acreage allotments and normal yields, the copies of Form 40-Tob-10 shall be detached. The first carbon copy shall be retained in the State office files and the original and the second carbon copy shall be returned to the county office, together with instructions to notify each operator on Form 40-Tob-24 of the 1940 flue-cured tobacco acreage allotment established for his farm.

County averages. - The State office shall determine county averages for land, labor and equipment in accordance with the procedure set forth in Section 10 of Form 40-Tob-8. In small counties with only a few tobacco farms the averages for nearby counties in which conditions on tobacco farms are most similar may be used. Representatives of the regional office will work with the State office on the determination of these averages.

Committee review. - If the operator of any farm files with the county committee a request for reconsideration of the allotment for his farm the committee will prepare Form 40-Tob-9 in accordance with the procedure in Form 40-Tob-8, as amended. The States office, if requested to do so, will furnish each county office with one or more examples, showing calculation of allotments in accordance with the procedure in Form 40-Tob-8.

^{3/} A small farm is one for which the normal yield of the allotment in column 9 is less than 3,200 pounds and for which "No" is entered in the left hand margin.

The following is a summary of the information received from the various sources mentioned in the report. It is to be understood that the information is not intended to be a complete statement of the facts, but rather a summary of the information received from the various sources mentioned in the report. It is to be understood that the information is not intended to be a complete statement of the facts, but rather a summary of the information received from the various sources mentioned in the report.

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Issued October 20, 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
East Central Division

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PROCEDURE FOR DETERMINATION OF ACREAGE PLANTED TO 1940 WHEAT

As soon as possible after wheat seeded in the fall of 1939 is sufficiently above the ground so that the acreage planted to wheat can be accurately determined, the county offices should instruct local supervisors to proceed with the determination of the planted acreage for each 1940 allotment wheat farm.

For non-wheat-allotment farms the acreage of wheat will be determined on a harvested basis when such farms are checked next summer.

Form ECR-405, "Report of 1940 Seeded Acreage of Wheat" will be used for allotment wheat farms to determine the acreage planted to wheat in the fall of 1939. This information will be used in determining eligibility with respect to 1940 wheat price adjustment payment and performance under the 1940 Agricultural Conservation Program. Form ECR-405 will also be used to obtain harvested acreage and the production of wheat on the farm in 1939. In the execution of this work use will be made of Form ECR-318, used in checking performance on the farm in 1939, the applicable aerial photograph (wherever available) or the 1939 farm sketch map.

State Supervisors working under the direction of the State office will spot check the work of the local supervisors and the county office employees in accordance with instructions outlined in Form ECR-316.

In counties where aerial photographs are available, the general procedure relating to the use of photographs outlined in Sections I, II, and subsections A, B and D of Section III of Form ECR-316 (Part I) will be followed in determining the acreage planted to 1940 wheat.

New photographs will be made available, where necessary, for use in checking the acreage planted to 1940 wheat. The fields seeded to wheat should be given the same field numbers that were used in checking 1939 performance. Subdivisions of the same field should be shown by letter as 1-A, 1-B, etc. Where a field was formerly divided into subdivisions but in the fall of 1939 the entire field is seeded to wheat it should be given the original field number without the subdivisions being shown.

In counties not covered by aerial photographs, the general procedure outlined in Section II of Form ECR-316 (Part II) will be followed in determining the acreage planted to 1940 wheat.

In counties where Federal Crop Insurance policies are issued,

local supervisors will also complete Form FCI-19, in connection with the Federal Crop Insurance Program at the same time. Instructions for the Crop Insurance Inspection are set forth in Section X of Form FCI-11, Wheat-1940, "County Application Procedure".

A. PRELIMINARY OFFICE WORK

(1) There should be assembled for each farm classified as a 1940 wheat allotment farm:

- (a) Form ECR-405.
- (b) The executed Form ECR-318 "Supervisors Farm Report - 1939".
- (c) Form FCI-19 - Wheat 1940, "Notice of Seeding" (for each farm participating in the 1940 wheat crop insurance program.)
- (d) Copy farm map (where available).

The above forms for each farm should be placed in an individual 9-1/2 x 12-inch envelope so as to guard against loss or confusion with forms for other farms. The operator's name, farm serial number, aerial photograph number, and any other information which will help identify the farm should be shown on the outside of the envelope. All envelopes bearing the same photograph number should be grouped together.

(2) The following entries should be made on Form ECR-405 at the county office prior to delivery to the supervisor:

- (a) State and county code, 1940 serial number, photograph number and 1940 wheat allotment.
- (b) Approved 1940 wheat yield per acre (enter under 1940 wheat allotment).
- (c) In item 1, enter the name and address of the 1940 operator and the name and address of the 1940 owner (if other than operator).
- (d) In item 2, enter the acreage determined to be planted to wheat under the 1939 Agricultural Conservation Program. This entry should be obtained from Form ECR-319 and should include the acreage correction (item 3 plus or minus the acreage correction).

B. SUPERVISOR'S WORK ON THE FARM

1. For each farm on which no person other than the owner and operator has an interest in the 1940 wheat crop, the percentage share of each should first be entered in the space provided under item 1 of Form ECR-405.

The name of the 1940 operator and of the 1940 owner should be checked to see that the names entered by the county office are correct. Corrections should be made if necessary. If three or more persons share in the wheat crop, their names, addresses, field number, and percentage share of the total crop for each field should be entered on the reverse side of this form.

2. Enter in item 2, the acreage of wheat harvested on the farm in 1939. This entry will be the corrected planted acreage minus any acreage that was used for green manure or that was not harvested for some other reason. The total production of wheat for the farm in 1939 should be entered. This information should be obtained from the farm operator or his representative and will include all wheat threshed from the harvested acreage on the farm in 1939.

3. The local supervisor will visit each field on the farm seeded to wheat in the fall of 1939 and obtain the information necessary to make the entries outlined in item 3.

- (a) Refer to Form ECR-318, aerial photograph, or farm sketch map and determine the field numbers of the fields seeded to wheat in the fall of 1939. Enter such numbers in Column A of item 3.
- (b) Enter the operator's estimate of the acreage of each field seeded to wheat in Column B.
- (c) No entries will be made in Column C by the local supervisor.
- (d) Where aerial photographs are used the field boundaries and subdivisions will be made in the manner outlined in subsection D of Section III of Form ECR-316 (Part I).

Where aerial photographs are not used sketch an outline of the fields on the reverse side of Form ECR-405 or on a separate sheet and take measurements of the field in the manner outlined in Form ECR-316 (Part II).

- (e) The area in the field (other than corn shock rows) not seeded to wheat should be measured and a sketch of such area should be made on the back of the form so that the area may be calculated in the office. Enter deduction measurements and notes in Column D. No entries in Column E and F will be made by the local supervisor.

4. Enter in item 4 the acreage not classified as wheat but which is devoted to mixtures of wheat and other seeds. Enter the field number, the estimated acreage, the pounds of wheat per acre, the kinds of other seed, and the pounds of other seed per acre for each field devoted to such mixtures.

Any mixture classified as not being wheat shall contain less than 50 percent by weight of wheat or shall contain 25 percent or more by weight of rye, barley, vetch or Austrian winter peas.

5. Enter in item 5, any remarks regarding the farm that have not been previously covered in the report. If there is an acreage of a wheat mixture on the farm, care should be taken to enter under remarks a statement as to whether the producer intends to participate in the 1940 Agricultural Conservation Program. For such farms a later inspection will be necessary. Should the crop other than wheat fail to reach maturity and the wheat is harvested for grain or hay, the acreage involved will be classified as planted to wheat.

6. The name of the supervisor and the date of inspection should be entered in item 6. The operator or his representative should sign the certificate and the signature of the supervisor should be affixed in the space provided.

7. Supervisors should deliver the first four or five reports to the county office as soon as completed and thereafter as instructed by the county office but at least once each week.

C. COMPLETION OF SUPERVISORS FARM REPORT IN COUNTY OFFICE

When the reports are returned to the county office they should be checked immediately to see that all necessary information has been obtained and entered. The field numbers should be compared with Forms ECR-318 and the aerial photograph or farm sketch map, to determine that the fields are properly identified. Refer to the 1939 aerial photograph to determine if the field boundaries for each field are the same as at the time of checking performance in 1939. If there has been no change in field boundaries the acreage previously determined for the field may be entered as the correct acreage in Column C of item 3 of the report. Acreage represented by any portion of a field reported as not having been seeded to wheat should be calculated from the information entered in Column D or measured on the aerial photograph and entered in Column E, and the acreage in the portion of the field actually seeded to wheat (Column C minus Column E) should be entered in Column F. If changes have been made in field boundaries or if fields have been divided, new measurements should be made and entries made in the proper columns.

Fractions of an acre should be shown to the nearest tenth of an acre, (fractions of 5 hundredths or less shall be dropped and more than 5 hundredths carried to the next tenth).

After the work of checking and determining acreages has been completed the reports for farms on which the acreage seeded to wheat does not exceed the 1940 wheat acreage allotment should be arranged by serial number in one group for use in preparing applications for price adjustment payments.

Reports for farms on which the acreage seeded to wheat is in

excess of the allotment by not more than 3 percent of the allotment or 3 acres, whichever is the larger, should be arranged in a separate group. Where the county committee determines that the planting of such excess was because of a lack of knowledge on the part of the operator of the acreage in the fields, the farm operator should immediately be notified of the excess acreage and given instructions for its disposition. As provided in ECR-ADM-441, such disposition shall be made not later than two weeks after notice of the excess is mailed to the farm operator. The following form should be used in making the notification.

NOTICE OF EXCESS ACREAGE

(Name of operator)

(Farm serial number)

(Address)

(Date)

The report of the acreage planted to wheat on your farm for harvest in 1940 shows _____ acres, whereas the 1940 wheat allotment for the farm is _____ acres. The excess acreage of _____ acres, unless disposed of as outlined below, will prevent your receiving a wheat price adjustment payment, or a 1940 wheat loan, and cause a deduction from the agricultural conservation payment otherwise earned for the farm.

You may dispose of the excess acreage by plowing or discing on or before _____, and thus bring the planted acreage in full compliance with the 1940 wheat allotment.
(date)

(County Committeeman)

A copy of the notice should be furnished to the local supervisor with instructions to recheck the farm as soon as possible after the last day for such disposition. A separate report on Form ECR-405 will be prepared for each farm where a recheck is made by the supervisor, using a procedure similar to that used in connection with the 1939 Agricultural Conservation Program.

In cases where the excess acreage is greater than 3 percent of the 1940 wheat allotment and also greater than 3 acres, and in cases where the county committee determines that an acreage of wheat in excess of the 1940 allotment was seeded because of reasons other than a lack of knowledge by the operator of the size of fields, Form ECR-405 should be filed in the county office pending use in connection with the 1940 Agricultural Conservation Program.

The county committee should carefully review all reports of supervisors and should designate the farms for which the planted acreage is within the 1940 allotment and which are therefore eligible for wheat price adjustment payments.

D. REPORTS

A weekly progress report will be prepared by each county office and mailed not later than Monday of the following week to the State office. Each report will include all work completed through Saturday. The reports should begin with the week the first farms are checked in the county and should continue until all farm reports have been computed.